

## **Nevada Transportation Authority Checklist to Transport Passengers or Household Goods within the State of Nevada**

One must hold a Certificate of Public Convenience and Necessity (“CPCN”) **OR** be exempted from the requirements of NRS 706 to transport passengers or household goods within the State of Nevada. Exemptions are addressed in NRS 706.735 through NRS 706.745. If you are applying for an exemption to provide free shuttle service, the application is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestforExemption-ADA.pdf> and there is no fee. If you do not meet the requirements for an exemption, please continue reading and complete the checklist included herein to commence the process to obtain a CPCN.

This checklist applies to new applicants or to existing carriers requesting an expansion. Visit our website periodically to ensure you are using the most current checklist. This checklist is not for charter bus applicants (see NAC 706.022 and NAC 706.034 for charter bus definitions). The charter bus application is available at [http://nta.nv.gov/Forms/New\\_Applicant\\_Forms/](http://nta.nv.gov/Forms/New_Applicant_Forms/)

The regulations referred to within this document are available at [http://nta.nv.gov/About/Regulations\\_Page/](http://nta.nv.gov/About/Regulations_Page/).

Once you complete the checklist, call our office at 702-486-3303 option 5 to set up an appointment. Please bring the completed checklist items to the meeting. **All checklist items MUST be completed correctly** in order to proceed.

*Note: the number of vehicles is restricted to what the market can support AND if the financial requirements are met. The market that is provided in the application will be contacted by NTA Staff and they may be requested to testify at an application hearing. The market requirement is not applicable to contract carriers, household goods movers, charter bus or taxis.*

### **Confidentiality of Documents**

Review NAC 706.3949 and NAC 706.1325 and prepare the confidential documents accordingly.

### **Copies**

Once Staff determines your responses are adequate at the meeting, Staff will request:

- An original and 2 copies (3 collated copies total) of the Application (Item 1 of the checklist)
- An original and 1 copy (2 collated copies total) of the Financials (Items 2 through 6 of the checklist)

Copy on one side of the paper only and separate each collated copy with a binder clip or rubber band.

### **Fees/Costs**

Fees are due at the time of filing. Personal or company checks or money orders are made payable to Nevada Transportation Authority. Credit cards are also accepted, but must be presented in person at the NTA office. Fee Schedule: [http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/FilingFee\\_PublicationCost-Schedule.pdf](http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/FilingFee_PublicationCost-Schedule.pdf)

Additional possible costs include:

- Additional noticing costs and hiring a court reporter may be required if an application hearing is required.
- Hiring an attorney and/or an accountant if further assistance is necessary to complete the application and/or financials.

### **Completed Applications Available for Sale**

A completed application can be purchased at \$0.25 per printed page and used as an example. The request form is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestForPublicInformationCopies-ADA.pdf>

Procedure	Completed	Notes
<p>1. Complete the application available at <a href="http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/Passenger_HHG_New_or_Exp-ADA.pdf">http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/Passenger_HHG_New_or_Exp-ADA.pdf</a> for the following authorities: airport transfer, charter limousine, contract carrier, household goods mover, non-emergency medical, scenic tour, special services, or taxi (taxi outside of Clark County, Nevada).</p> <p>Please review NRS 706 and NAC 706 to determine which authority applies. These regulations are available at <a href="http://nta.nv.gov/About/Regulations_Page/">http://nta.nv.gov/About/Regulations_Page/</a></p>		
a. When completing the application, ensure the tabs and your responses are prepared according to the directions listed in the application.		
<p>b. When completing the tariff (Exhibit H):</p> <ul style="list-style-type: none"> <li>• Use the tariff template available at <a href="http://nta.nv.gov/Forms/New_Applicant_Forms/">http://nta.nv.gov/Forms/New_Applicant_Forms/</a>. Also, review NAC 706.138 through NAC 706.139.</li> <li>• For all applicants, include in the tariff NAC 706.333.</li> <li>• For household goods, include in the tariff NACs 706.312, 706.334, and 706.335.</li> <li>• If charging a fuel surcharge, use the model tariff page available at <a href="http://nta.nv.gov/Forms/Fuel_Surcharge_Model/">http://nta.nv.gov/Forms/Fuel_Surcharge_Model/</a></li> <li>• If charging a 3% Passenger Transportation Tax, use the model tariff page available at <a href="http://nta.nv.gov/Forms/Passenger_Transportation_Tax_Forms/">http://nta.nv.gov/Forms/Passenger_Transportation_Tax_Forms/</a></li> <li>• Review tariffs from other certificated carriers as an example</li> </ul>		
<p>c. When completing equipment information (Exhibit I), add the following counts in the exhibit that is applicable: # of new (proposed) vehicles + # of existing vehicles = Total # of vehicles.</p> <p><i>(Note: do not purchase any new vehicles until the application is granted)</i></p>		
d. When completing the pro forma income statement (Exhibit Q2), separate projected monthly revenues and expenses from existing ones if the applicant is an ongoing operation.		
2. Provide a pro forma balance sheet ("PFBS") on an accrual basis for the Applicant <i>(Note: an updated PFBS may be requested by staff)</i>		
<p>When completing the PFBS:</p> <ul style="list-style-type: none"> <li>• Total assets equal to total liabilities and equity.</li> <li>• Do not include projected sales.</li> <li>• Include <u>all new</u> vehicles in the asset and liability sections.</li> <li>• Ensure it has, at a minimum, 20% equity (total equity/total assets).</li> <li>• Ensure it has, at a minimum, a 1 to 1 current ratio (current assets/current liabilities).</li> <li>• Ensure the cash balance can cover 90-days' worth of fixed expenses in addition to the equity and current ratio requirements.</li> <li>• Review NAC 706.208 if vehicles will be leased. Charter limousines must be either financed or under a capital lease.</li> <li>• Include existing assets and liabilities if the applicant is an ongoing operation.</li> </ul>		<p>\$_____90-day expenses</p> <p>_____ % current ratio</p> <p>_____ % equity ratio</p>
3. Provide documentation to support each balance on the PFBS.		
a. When compiling the documentation, use the following method to mark the documentation: label each balance on the PFBS with a letter (a, b, c, etc.) and label the related documents with the same letter.		
b. When compiling the documentation for the vehicles:		

Procedure	Completed	Notes
<ul style="list-style-type: none"> <li>• Provide vehicle quotes and loan amortization schedules for new vehicles.</li> <li>• Provide bills of sale, finance/lease agreements, loan amortization schedules, and loan bank statements for existing vehicles.</li> <li>• Provide a lead schedule for all new and existing liabilities. Include the last 4 of the VIN #s for existing vehicles.</li> <li>• Provide a depreciation schedule that includes all new and existing assets. Include the last 4 of the VIN #s for existing vehicles. Charter limousine is required to be depreciated on a straight line basis over 5 years with no salvage value.</li> </ul>		
<p>4. Provide narratives to the pro forma income statement (“PFIS”) that was submitted in Exhibit Q of the application. (<i>Note: An updated PFIS may be requested by staff</i>)</p>		
<p>When completing the narratives:</p> <ul style="list-style-type: none"> <li>• Ensure there is a narrative for every revenue and expense line item.</li> <li>• Projected revenues and expenses—include sufficient calculations and supporting documents for staff to follow how the amounts were projected.</li> <li>• Projected revenues—include calculations that tie the projected revenues to the market information provided in the application.</li> <li>• If the applicant is an ongoing operation, narratives can state “based on historical data” for existing revenues and expenses.</li> </ul>		
<p>5. Provide the following if the Applicant is an ongoing operation:</p> <ul style="list-style-type: none"> <li>• Copies of all business bank statements for the previous calendar year.</li> <li>• The actual balance sheet used to prepare the PFBS.</li> <li>• An income statement for the previous calendar year. (<i>Note: an updated income statement may be requested by staff</i>)</li> <li>• Tax returns and schedules for the 2 most recent years.</li> <li>• Mail directly to the IRS, IRS form 4506-T. Request transcripts for the 2 most recent years. Form included in the application.</li> <li>• The number of drivers that are currently employed by the applicant.</li> </ul>		Mailed on _____
<p>6. Provide the following for each owner of the Applicant:</p> <ul style="list-style-type: none"> <li>• Copies of all personal bank statements for the previous calendar year.</li> <li>• Tax returns and schedules for the 2 most recent years.</li> <li>• The credit report authorization. Form included in the application.</li> <li>• Mail directly to the IRS, IRS form 4506-T. Request transcripts for the 2 most recent years. Form included in the application.</li> <li>• A net worth statement and documentation supporting each balance. Label the documentation using the same method used for the documentation to the PFBS.</li> </ul>		Mailed on _____

Consider including the following revenues and expenses in the PFIS (Exhibit Q of the application):

Revenues	Drug Testing	Office Supplies	Telephone
Advertising	Fuel	Payroll**	Utilities
Bank Charges	Fuel Surcharge Revenues	Payroll Taxes	Vehicle Ins.
Broker Fees	General Liability Insur.	Professional Fees	Vehicle Registration
Claims	Interest	Repairs/Maint.	Workman’s Comp
Credit Card Fees	Internet	Rent	
Depreciation	Licenses (business, etc.)	Storage	

\*\*Separate payroll for drivers, dispatch, management, etc.